

NPIC/TSSG/RED-034-70
23 January 1970

MEMORANDUM FOR: Branch Chiefs, Research & Engineering Division, TSSG

SUBJECT : FY-71 R&D Detailed Budget Submission

1. On the basis of past history RED will be required to submit a detailed FY-71 R&D Budget to PPBS by mid-February. This budget will consist of project lists including cost estimates, organized according to our standard categories, and a separate paper containing narrative descriptions of each project.

2. Project lists will be arranged according to category and costs should be displayed for FY-70, 71 & 72. The recently completed FY-70 R&D Budget: Mid-Year Review and the Long-Range R&D Budget both dated 19 January 1970 should be used as references for project and category budget levels.

3. Projects should be listed even though their total costs exceed the category budgets. The most certain projects should be listed so that their costs total the category budget, and the additional projects should be identified as back up items and their costs listed separately. Projects should be identified as "new" or "follow-on".

4. Each project should have a narrative description. The narrative description should answer the following questions factually, briefly, and simply as possible (laymanese). Do not depend on generalizations to describe or justify your projects. Avoid phrases such as "improve efficiency," "cost-effective," "maximize," "optimize," etc. unless they are backed up with specific statements that quantify the impact and describe its nature.

a. Background.

(1). What is the source and nature of the requirement and/or how did the project get started?

b. Objective.

(1). How is this project intended to meet the need?

(2). How does this compare with the previous situation?
(be as specific as possible)

(3). How long will it take? (What phase is it in this year?)

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c. End Product.

(1) Describe the specific nature of the anticipated end-product of this year's effort.

(2) Who and how will this product serve?

5. The project lists and costs should be completed and delivered to SA/PA by COB 29 January 1970. The draft narratives should be delivered to SA/PA daily as they are completed with narratives on all projects being delivered by COB 4 February 1970.

Special Assistant for Plans & Applications,
RED/TSSG

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